



City of Lansing
ASSESSING DEPARTMENT
Phone # 517-483-7624
Fax # 517-483-4101

Mayor Virg Bernero

*****ATTENTION*****

IMPORTANT 2011 BOARD OF REVIEW INFORMATION

Board of Review Dates and Times are: March 14, 15, 17, & 21 8:30 am – 12 Noon & 1:30 pm – 4:30 pm
March 16 1:30 pm – 4:30 pm & 6 pm – 9 pm

THE BOARD OF REVIEW WILL NOT BE IN SESSION ON FRIDAY, MARCH 18

Appointments to see the Board must be made by 4:30 pm on Wednesday March 16th.

Letter Appeals must be received in the Assessor's Office by 4:30 pm on Thursday March 17th. Letters of appeal postmarked March 17th but not received until a later date will not be accepted and the Assessor's Office does not have a drop-box. You may call and speak with an appraiser prior to making an appointment with the Board.

You must own or have a recorded interest in the property you are appealing. Each appointment is 10 minutes and you may appeal up to three properties within each 10 minute appointment. A copy of all documentation to be left with the Board is to be made by you prior to your appointment. The Assessor's Office will not make copies.

Please arrive at least 15 minutes before your appointment to complete the appropriate paperwork.

If you are an agent or person appealing for another property owner, you **MUST** have a letter of authorization, signed by the property owner listing each property you have authorization to appeal...NO EXCEPTIONS. The letter of authorization must be presented **BEFORE** appearance to the Board.